



2019-2020

Parent and Family Engagement Plan

School Name: Bronson Elementary School

LEA: Levy County Public Schools

The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

Assurances

The above named school agrees to the following assurances:

Involve parents of children in Title I, Part A in decisions about how Title I Part A funds are spent;	Use the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the schools' parent and family engagement plan;
Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;	Provide each family with timely notice information regarding their to request information on the professional qualifications of the student's classroom teachers and paraprofessionals;
Jointly develop/revise plan with parents and make available to the local community;	Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;
Involve parents and families in planning, reviewing, and improving schoolwide program plan;	Provide each family with an individualized student report about the performance of their child(ren) on the State assessments (ESEA Section 1116)

Mission Statement

The mission of Bronson Elementary Parent Involvement is to empower parents and guardians to become meaningful partners in their child's education by building partnerships between families, the school, and the community through workshops and trainings to enhance and value student success.

Involvement of Families

List and describe how the school will involve stakeholders (families, community members, school staff) in an organized, ongoing, and timely manner, in the planning, implementation, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used and the creation of School Improvement Plans (SIP) and Comprehensive Needs Assessments (CNA), (ESSA Section 1116)

Bronson Elementary School will ensure the organized, ongoing, and timely manner of involving parents through the following methods:

- Presenting information on the Title I requirements and the Rights of Parents at the Annual Title I Back to School meeting on September 10, 2019 (6:30pm) for Grades VPK-5.
- The Parent Teacher Compact is revised annually in the spring by providing copies to parents and asking for input at the School Advisory Council meeting in April. The revision of the compact is announced as part of the agenda for this SAC meeting. The compact is reviewed, discussed, and revised during the meeting as well as parents taking home the compact and rereading and making suggestions over the next few weeks via email or discussions with the principal.
- Annual Title 1 Back to School presentation is advertised and available on 3 additional dates which are our flex dates: September 11-13, 2019 at 8:30AM in the Blue Room of building 300.
- Parent Involvement activities are placed on the SAC agenda for reflection and input each nine week grading period.
- Notices of meetings will be posted on the marquis, signs in front of the school, BES NewsLink, monthly activities calendar, phone calls to parents via School Messenger and posted on school Facebook page.
- Teachers post meeting dates and times on teacher/grade level newsletters, Class Dojo, Bloomz, and Remind as part of their home/parent communication.
- District Title 1 Survey
- BES representative on the District Accountability Council (DAC).

Bronson Elementary School parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision making of how funds for Title I will be used. We do this by:

Attending

- Informing parents at the Annual Title I Back to School Meeting in September, that School Advisory Council membership is open to all parents of BES and they are encouraged to participate by Principal Beauchamp.
- Teachers seek at least one parent from each classroom who would be willing to serve on the SAC and attend monthly meetings.

Reviewing

- Parent Involvement activities are placed on the SAC agenda for reflection and input each nine week grading period.
- Minutes of the previous meetings are read and copies given to all in attendance at each SAC meeting.
- Results of District Title 1 Survey

At the end of the school year, at the final District Advisory Council Meeting, the Title I Coordinator provides time for parents/families to provide input on the review and improvement of the schools Title I programs to including providing input on the next school year School Improvement Plan, Parent and Family Engagement Plan, and the School-Parent-Student-Compact Form.

Coordination and Integration with Other Federal Programs

How will the school coordinate and integrate parent and family engagement programs and activities?

How will the school coordinate and integrate parent and family activities that teach families how to help their child(ren) at home? (ESSA Section 1116)

Bronson Elementary School will coordinate and integrate parent and family engagement programs and activities through various means, as well as:

Program	Coordination
Title I, Part A	Parent workshops will be offered to teach parents how to help their children at home, including information on state standards, state testing, grading systems, reading and math concepts, and strategies for working with their child at home. Professional development will be provided to teachers on effective parental involvement practices as well as communication resources to keep parents informed.
Title II, Part A	Provide professional develop to teacher and provide information to parents should a teacher be out of field.
Title III	Bilingual translators will be available to translate for parents at conferences or throughout the day. ESOL Aide

	will make calls to ESOL parents whenever necessary, to ensure that they are aware and understand the opportunities being offered at BES. Written communication, such as letters and flyers, will be translated into Spanish whenever needed.
Title X	Support services and school supplies are provided for those students identified as homeless. Food back packs are sent home weekly with homeless students. These students also receive priority placement into tutoring or counseling opportunities.
IDEA (Part B Preschool and K-12)	Pre-K is all inclusion, full day program, with no more than 49% ESE students. Invitations for all parental activities for Title 1 school activities are sent and signs posted at surrounding daycares, other local VPK programs inviting parents to our monthly Family Learning Nights. School Advisory Council Meetings and Spring Kindergarten Orientations are advertised to Pre-K parents as well. Parents are informed of the availability of the District Parent/Teacher Resource Lab. Kindergarten Readiness packets with letters, numbers and games to play will be provided to parents of incoming students at time of registration. These packets are distributed to Day Cares within the community VPK programs. Bilingual translators will be available at Kindergarten Orientations to meet the needs of Spanish speaking parents and families. Letters/communication will be available in Spanish. Our Pre K Teachers, Pre K Coordinator and administrators work together to coordinate a parent orientation and student transition program for students entering the regular public school program. VPK personnel are invited to trainings that are schedule for regular education students.

Annual Title I Parent Meeting

Describe the specific steps the school will take to conduct the annual meeting in order to inform parents and families of participating children about the school's Title I Program.

A description of the nature of the school-wide Title I Program.

A description of how the meeting will cover the rights of parents

A description of how the Florida School Grades are calculated and the 2019 School Grade achieved by the school.

Bronson Elementary School will host an Annual Title I Parent meeting to inform parents and families of children participating in Title I programs at the beginning of the school year.

Parents and families were notified of the meeting by:

- Announcement on school marquis
- Facebook post for Bronson Elementary
- Announcement in the local section of Chieftand Citizen
- Posting on School and District Calendar on Levy County website
- One-Pager announcement posted at local daycare facilities
- Invitations are sent home with every student

A description of the school-wide Title I Program is shared with parents at our Title I Annual Meeting by

- Cheryl Beauchamp, Principal, Holly Willis, Assistant Principal, and classroom teachers as assigned
- PowerPoint of Parent Teacher Compact, Title 1 information, FSA requirements/levels of achievement, professional development plan, Parent/Family Engagement Plan (PFEPP), Title 1 Resource Lab, volunteer opportunities, etc. is shared in 2 sessions (VPK-2 and 3-5) during this annual back to school night.
- Student Compact Agreement and Parent Rights and Responsibilities according to Title 1 Federal Agreement/Mandate

Below are the specific steps that Bronson Elementary School will take to conduct the Annual Title I Parent Meeting.

Activity/ Task	Person Responsible	Evidence
Invitation sent home to parents (English & Spanish)	Cheryl Beauchamp, Principal Holly Willis, Assistant Principal	Invitations uploaded to crate folder
Presentation materials developed	Cheryl Beauchamp, Principal Holly Willis, Assistant Principal	Presentation/ materials uploaded to crate folder
Presentation materials submitted to Title I coordinator for review	Cheryl Beauchamp, Principal Holly Willis, Assistant Principal	Presentation/ materials time stamped when uploaded to crate folder
Conduct Title I meeting	Cheryl Beauchamp, Principal Holly Willis, Assistant Principal	Rosters uploaded to crate folder

Flexible Parent Meetings

How will the school offer a flexible number of meetings, such as meeting in the morning or evening?

- The Annual Title 1 Meeting that is scheduled for September 10, 2019 at 6:30 PM is also scheduled for 3 additional times during that same week; September 11-13, 8:30AM. This allows parents to attend in the morning if their schedule is not conducive to an evening meeting.
- After discussing the schedule with parents at a SAC meeting, it was decided to meet 6 times a year allowing us to adapt to everyone's busy schedules. At each SAC meeting, the remaining meeting dates are announced so parents can plan ahead to attend and invite other parents.

- With parent input it was decided that Monday night would be the better night for School Advisory Council meetings in order to accommodate sports schedules in the community.
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Building Capacity

How the school will implement activities that will build the capacity for meaningful parent/family engagement?

How will the school implement activities that will build relationships with the community to improve student achievement?

How the school will provide material and training to assist parents/families to work with their child(ren)?

Activity/Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Math & Science "Make & Take" Learning Activities	Angela Heredia, Teacher Holly Willis, Assistant Principal	Math & Science: Target skills & concepts that reflect low performance using FSA data.	September 30, 2019	Invitation/roster/content material uploaded to PFEF crate folder
Math & Reading "Recipe Math" Cooking and recipe activities	Angela Heredia, Teacher Holly Willis, Assistant Principal	Math: Measurement, Using Fractions Reading: Sequencing & Following Directions	October 28, 2019	Invitation/roster/content material uploaded to PFEF crate folder
Science Hands-On Scientific Process demonstrations by students & teachers	Angela Heredia, Teacher Holly Willis, Assistant Principal	Science: Teaching & Practicing the Scientific Process, Critical Thinking, Problem Solving	February 24, 2020	Invitation/roster/content material uploaded to PFEF crate folder
				Invitation/roster/content material uploaded to PFEF crate folder
				Invitation/roster/content material uploaded to PFEF crate folder

Staff Development

A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff.

Activity/Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
"Parent's On Your Side" Book Study; Beginning Teachers	Cheryl Beauchamp, Principal Holly Willis, Asst. Principal	Parent involvement & collaboration positively impacts academic student performance.	SY 2019-2020 Quarterly	roster/content material uploaded to PFEFP crate folder
ESOL Cultural Diversity Training	Tina Loughlin, Guidance Counselor	Parent involvement & collaboration positively impacts academic student performance.	November-December 2019	roster/content material uploaded to PFEFP crate folder

Other Activities

How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren). (ESSA Section 1116)

Activity/Task	Person Responsible	Timeline	Evidence of Effectiveness
Title I Resource Lab of LCSB	Open to all school staff & parents	Ongoing throughout the school year	Resource lab sign-in roster
Interpreting i-Ready Reports & using in parent conferences; Beginning Teachers	Melinda Chernin, Interventionist	Monthly data meetings during the 2019-2020 SY.	Data Meeting Agendas & Attendance Sheets

Communication

How will the school provide timely information about the Title I programs?

How will the school describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?

How, if requested by parents, does the school provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?

How will the school ensure that the PFER, SIP, CNA and other documents are shared with community stakeholders?

- Information about the Title I programs, curriculum, academic assessments measuring student progress and proficiency levels students are expected to meet will be presented in a power point at the Annual Title I Back to School Meeting in September 2019. The power point will then be sent home in a printed (backpack) version for parents unable to attend.
- Information of the Florida State Standards will be sent home in the beginning of the year packets and kept in student planners/binders.
- Parents will be provided information on their child's academic assessments after each administration of the assessment. Parent Conference evenings will be held twice a year—October/November and February. The Parent/Teacher/Student/Principal Compact will be reviewed at each parent conference.
- All parents will be encouraged to join and be a part of the School Advisory Council at Open House and the Annual Title 1 meeting in September 2019. Signs will be posted at the day care centers informing parents of dates and times of all School Advisory Council Meetings and Family Learning Nights.
- Minutes from all School Advisory Council meetings will be posted to the school's website monthly.
- Parents will be informed about the Skyward Parent Portal for viewing student's grades and assignments.
- Letters about Skyward access will be sent out to parents at the beginning of each school year.
- This will also be in the new student packet for students/parents who join BES mid-year.
- There will also be a place at the Annual Title I Open House Meeting for parents to gain access to Skyward.
- Signs informing parents of upcoming SAC meetings and Family Learning Nights will be posted in front of the school monthly.
- Parents are given the opportunity to voice their thoughts on the Schoolwide Improvement Plan in several ways. First, they are able to discuss the Schoolwide Improvement Plan at any of the School Advisory Council meetings. Parents can also schedule a time to meet with administration with concerns. Additionally, parents are given a Title I survey each year. These results of the survey are shared with both the district and the school advisory council.

Accessibility

Describe how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand.

- The school administration and staff are available to present information in different ways for parents or families with disabilities. Presentations are provided in person, individually and in small groups, as well as through computer software and other services or social media.
- The school will translate all documents to the extent possible, in a language parents can understand. For Bronson Elementary School's ESOL population of students, this language is Spanish. Translators will be available for parent conferences including the parent conference evenings held twice a year. The ESOL Aide will call parents, send special invitations and write letters to ESOL parents and

- students about parent programs, meetings, school reports and other activities.
- The school will monitor that information was provided to parents in a language they can understand by maintaining a copy of said communications so that as students enroll, parents can be notified. Bronson Elementary School is not aware of any parents that would require other translation services, including those for deaf or blind persons.

Barriers

Describe identified barriers that hindered the participation by parents during the previous school year.

A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disable, have limited English proficiency, and parents/families of migratory children). (ESSA Section 1116)

Barriers (Including specific subgroup)	Step(s) to overcome barrier
Due to parent work schedules, many are unable to attend school functions that begin before 6:00pm.	All meetings and after school activities/events are scheduled to begin at 6:30pm to accommodate working parents.
Limited English Proficient parents may not attend meetings or activities due to a language barrier and their inability to read and understand English.	Flyers and notices are translated into Spanish, as that is the majority of our bilingual population.

Adoption

The Parent and Family Engagement Plan have been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by SAC meeting minutes.

Signature of Principal	<i>Cheryl S. Brancamp</i>
Date signed	8/30/19